



POSITION TITLE: Executive Assistant to the President, Assistant to the Board of Trustees

JOB TYPE: Full-time, Exempt

LOCATION: NPRC Administration, 300 Second Avenue, Suite 500, Warren, PA 16365

DATE POSTED: August 24, 2021

PRIORITY DEADLINE: Wednesday, September 8, 2021, 5:00 PM

CLOSE DATE: Open until filled

JOB DESCRIPTION: See below

APPLICATION PROCESS:

SUBMIT: Applicants are required to submit a letter of interest and resume to Lisa Pecora, via email: employment-hr@rrcnpa.org

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JOB DESCRIPTION

JOB TITLE: Executive Assistant to the President, Assistant to the Board of Trustees

COMPENSATION RANGE: Salary Commensurate with Experience

REPORTS TO: President

SUPERVISES: Not Applicable

MINIMUM REQUIREMENTS:

- Minimum of two years of proven experience as an executive administrative assistant, senior executive assistant or in other similar position
- Minimum high school diploma; some college is preferred
- Full comprehension of office management systems and procedures
- Exemplary planning and time management skills
- Professional demeanor
- Very strong interpersonal skills to communicate effectively both in writing and verbally
- Exceptional organizational skills and ability to design, setup, and manage internal processes and protocols
- Strong work ethic
- Ability to work collaboratively and thrive in a fast-paced environment
- Hold the highest level of professionalism with proven ability to handle confidential information with discretion
- Ability to manage and maintain complex calendars and schedules and to navigate appointments
- Proficiency in Office 365 including Microsoft Office software programs, applications, or tools (Word, Excel, PowerPoint, internet use for research), Board Effect software

- Regular, predictable, full attendance is an essential function of the job
- Willingness to travel as necessary, work the required schedule, work at the specific location required, complete the employment application, submit to a background investigation (to include past employment, education, and criminal history)

POSITION SUMMARY:

Reporting directly to the President, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as the assistant to the college's Board of Trustees and the President's Executive Team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must respect confidentiality and enjoy working within an environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities and anticipate needs. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

ESSENTIAL FUNCTIONS – President's Office

- Assist in the routine functions for the efficient operation of the Office of the President
- Draft correspondence and reports for the approval of the President
- Review correspondence which does not require the President's attention; noting important dates/invitations; prepare responses when appropriate including letters, emails, calls; establish daily follow-up
- Regular, ongoing review of the President's schedule to ensure all necessary preparation/documentation has been completed in advance, anticipating projected needs. Assist the President with administrative support of projects and presentations
- Maintain the President's schedule and long-term management of meetings, projects, and priorities
- Schedule meetings, speaking engagements, presentations, and travel, including prioritizing, and communicating all relevant details with appropriate internal and external personnel
- Assist with the President's Executive Team meetings including but not limited to scheduling, preparing agendas, gathering items, preparing for Board of Trustee presentations, organizing retreats, and record keeping
- Coordinate All-College Team meetings, correspondence, and record keeping
- Update and disburse College directories
- Interact and collaborate internally with College personnel and externally with educational, business, and other partners
- Develop and maintain a process for record keeping, using best practices and in cooperation with Information Technologies Department.
- Coordinate the President's quarterly meetings of the Advisory Council of President's
- Collaborate with other departments within the College to maintain various organizational charts and distribution lists
- Track and update the College's Master Policy Index. Disseminate policies and procedures for review, collect comments and suggestions presented upon review. Coordinate the President's procedures for proposal, creation, and submission of College policies and for revision of existing College policies
- Participate on College standing committees as designated
- Create processes as needed and in collaboration with the President and/or other College personnel

ESSENTIAL FUNCTIONS – Board of Trustees

- Assure members of the Board of Trustees (BOT) are invited to all appropriate College functions, such as Commencement or other ceremonies, advisory council meetings, area presentations, special programs, employee recognition affairs, etc.
- Provide support to the Board of Trustees through a comprehensive understanding of College Bylaws and applicability towards Board business
- In consultation with the College President, provide assistance regarding the Board of Trustees and Trustee policy; act as a liaison between the Board of Trustees and others, individuals, or entities, as directed
- Draft the agenda for BOT meetings for the Chairman of the Board's review and approval
- Draft agendas, schedule and attend Board of Trustee Committee Meetings
- Attend all meetings of the Board of Trustees and Board of Trustee Committee Meetings; keep accurate and organized record of proceedings; acquire official approval of record and file documents appropriately to maintain the legal records of the College
- Prepare resolutions and certificates for Board of Trustees approval Create and update BOT and Board of Trustees Committee member rosters and annual calendars
- Distribute, collect, and file non-employee Conflict of Interest Disclosures and filing
- Postil public notices, as directed and on be of the BOT
- Arrange and coordinate meetings, retreats, conferences, and travel reservations for members of the BOT
- Maintaining BOT records, according to College policy, within the Board management software solution

ADDITIONAL ELIGIBILITY REQUIREMENTS:

Valid Driver's License and consistent access to a vehicle

CLEARANCE REQUIREMENTS:

- PA Child Abuse History Clearance
- Pennsylvania Access To Criminal History Record Check
- Federal Criminal History Background Check
- Training Certificate - Mandated and Permissive Reporting in Pennsylvania

PHYSICAL REQUIREMENTS:

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions:

- Ability to read, communicate verbal and/or in written form using English language; remember and analyze certain information; and remember an understand certain instructions or guidelines;
- Driving, standing, walking, and sitting;
- Use of hands to touch, handle, and feel; reach with hands and arms;
- Must be able to occasionally lift and/or move up to 25 lbs./12 kg.; and
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: Warren, Pennsylvania
4th and 5th floor of accessible building
- Work hours: 8:30 am to 5:00 pm, Monday through Thursday
8:30 am to 4:30 pm Friday*

- Notwithstanding the office hours, all salaried employees are expected to work 40 hours weekly
*Work hours may adjust with need to participate in after-hour or weekend activities

TRAVEL REQUIREMENTS:

Infrequent travel required.

OTHER DUTIES:

Perform other duties as assigned.